

Professional and Managerial Branch
Fiscal and Tax Administration Group
Accounting Series

ACCOUNTANT III

09/89

CHARACTERISTICS OF THE CLASS:

Under general direction, directs and coordinates accounting activities, records and personnel; performs related duties as required.

EXAMPLES OF DUTIES:

Develops and implements general and special accounting systems and procedures; develops and maintains budget controls and controlling ledgers; supervises the preparation of and prepares financial statements, special reports, cost studies and depreciation and amortization schedules; develops and recommends accounting procedures to provide property and inventory controls.

Interprets financial and accounting records; advises management on expenditures, operating procedures, effective use of resources and investment of funds; coordinates accounting activities and changes in accounting policies and systems with management and administrative officials; submits and explains documents and procedures to grant auditors and other authorities as required.

Analyzes financial and operations records, trends, revenues and expenditures, and related materials to prepare budgets and reports; develops and implements forms and procedures manuals for accounting and bookkeeping activities; maintains records and prepares reports; supervises, trains and evaluates assigned personnel; enters, retrieves and analyzes data obtained from automated systems and personal computers.

Monitors budget, bank and account balances; initiates fund transfers among bank accounts as required; examines records to assure receipt of interest, accruals, billings, retirement of debts and status of investments and capital.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited College or University with a Bachelor's degree in Accounting or a Business Administration degree with a concentration of thirty semester hours in Accounting (a CPA or Masters degree with eighteen hours in Accounting may be substituted) and four years of professional accounting experience including one year of supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the principles, practices and methods of accounting; considerable knowledge of financial and budgetary planning and procedures; considerable knowledge of laws and statutes concerning accounting procedures; considerable knowledge of office practices, procedures and equipment; considerable knowledge of grant and municipal accounting procedures and personal computers; considerable knowledge of the use and care of automated accounting systems; good knowledge of supervisory techniques, standards of conduct and work attendance.

Ability to plan, coordinate and supervise accounting and bookkeeping activities; ability to develop, implement and maintain accounting and budgeting systems; ability to analyze and interpret financial and accounting records; ability to detect and correct financial and accounting system deficiencies; ability to prepare accurate financial statements; ability to justify and explain grant expenditures and accounting procedures; ability to supervise, train and evaluate assigned personnel; ability to establish and maintain effective working relationships with officials, fellow employees and the general public; ability to express oneself clearly and concisely, both orally and in writing; ability to maintain records and prepare reports.

Physical Requirements: Mobility within an office environment.

Director of Personnel

Department Head